

# Leave of Absence


**LOA:**

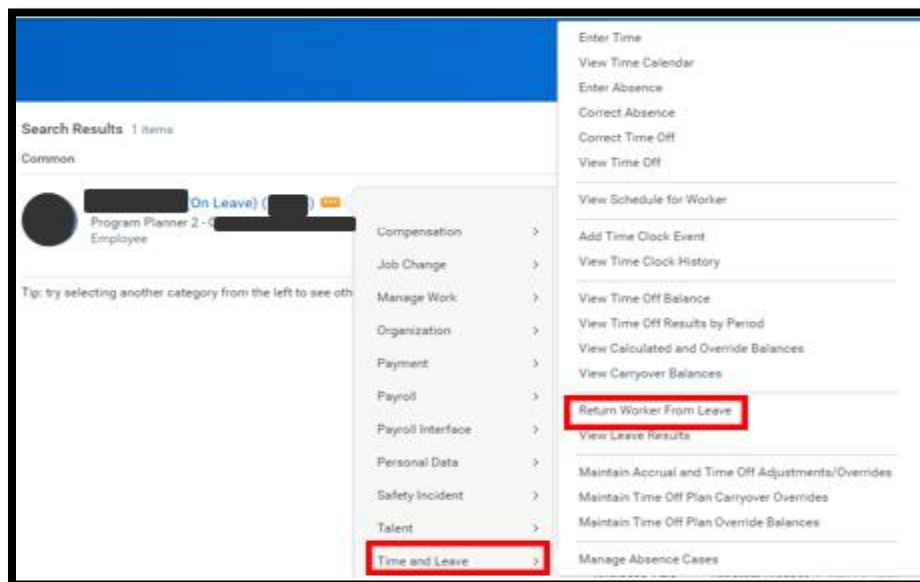
• **Return Employee**

**Manager**

## RETURNING AN EMPLOYEE FROM LEAVE OF ABSENCE

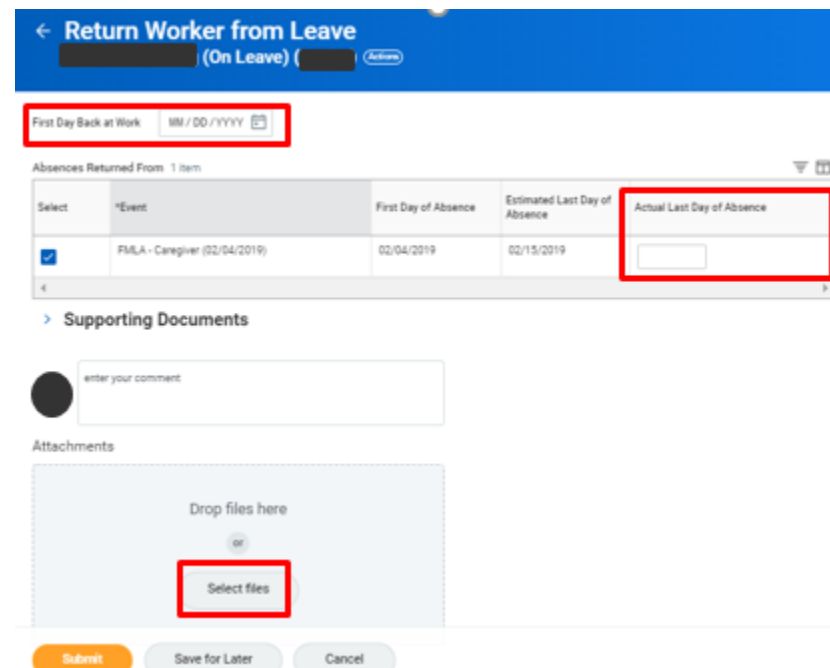
From the Search Bar:

1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions** Button . Then click on **Time and Leave > Return Worker From Leave**.



3. On Return Worker from Leave screen, verify employee's name on Workers on Leave. Then click **OK**.

4. Enter **First Day Back at Work**.
5. Enter **Actual Last Day of Absence**.
6. **Attach** Return to Work form from employee.



← **Return Worker from Leave**  
[Redacted] (On Leave) [Redacted] **Actions**

First Day Back at Work

Absences Returned From: 1 item

Select	*Event	First Day of Absence	Estimated Last Day of Absence	Actual Last Day of Absence
<input checked="" type="checkbox"/>	FMLA - Caregiver (02/04/2019)	02/04/2019	02/15/2019	<input type="text"/>

> **Supporting Documents**

enter your comment

Attachments

Drop files here  
or  
**Select files**

**Submit** **Save for Later** **Cancel**

7. Then **Submit**.
8. This will route to HR Partner, 2<sup>nd</sup> level HR Partner, and possibly DAS to approve before showing complete.